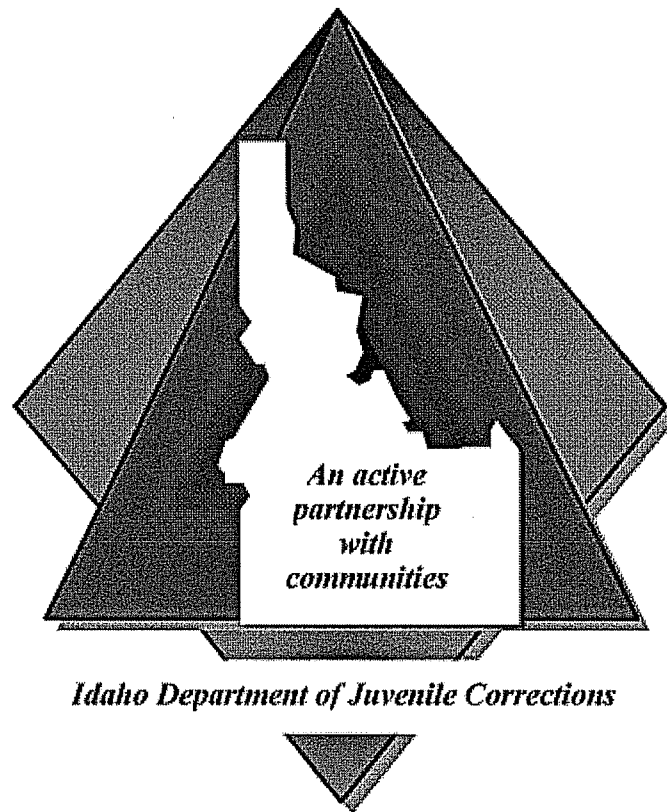


# Equal Employment Opportunity Plan



*Idaho Department of Juvenile Corrections*

August, 2008

## **Policy Statement**

The Department of Juvenile Corrections extends equal employment opportunity to all individuals regardless of race, sex, age, color, religious belief, national origin, disability or impairment, handicap or other prohibited factors to the extent required by law, except in those instances where bona fide occupational qualifications exist. This policy extends to all employees and to prospective employees; the provisions of this policy extend to all terms and conditions of employment and are not limited to hires, transfer, promotions, demotions, reclassifications, terminations, wages, education, benefits and/or training. Further, the Department is taking affirmative steps to promote the employment opportunity of groups of people who are presently being under-utilized in our work force.

The IDJC Human Resource Officer has been designated as the Equal Employment officer for the Department. Please reference IDJC Policy 310.30 Equal Employment Opportunity/Affirmative Action for further details.

## **Workforce Data Analysis**

A comparison of the Idaho Department of Juvenile Corrections' workforce to the community labor statistics for the State of Idaho indicates some underutilization as well as some over-utilization.

Community labor statistics indicate that minorities comprise a very small percentage of the total labor force in Idaho. For example, the Hispanic labor force is approximately 7% (up from 6.7% reported in 2006) of the total labor force, and the remaining populations are 2% or less of the total for each of their categories. The white labor population accounts for a total of 90% of the total labor force in 2008, up just slightly from the 2006 statistics (89.9%).

The effect of these small percentages in minorities can be seen when the addition or loss of even one employee can cause the utilization to fluctuate from over-utilized to under-utilized.

Overall, the greatest potential for growth for our Department is the under-utilization of Hispanics which comprise approximately 7% of the workforce in Idaho. Current utilization in our Department is 3.1% which is up from 2.3% in 2006.

The remaining races and national origins are all less than 2% of the population. Specific job categories to focus on would be skilled craft and service maintenance.

The 2006 EEOP indicated an increased focus on Hispanic recruitment in Protective Services, Non-Sworn even though it was not a statistical necessity. These efforts have paid off as there is an increase in utilization in this category for Hispanics from 1.7% in

2006 to 2.1% in 2008. This included an increase in female Hispanics from -1.4% underutilization to -1% underutilization.

Many positions within our Department are difficult to fill due to a lower interest level in working in corrections for factors such as pay, image, growth opportunities, work hours, possible physical injury and other environmental factors.

After reviewing the results of the utilization analysis, the Department has identified the following areas of concern.

Officials and Administrators: The analysis shows an under-utilization of males in this category. This is a significant change from the 2006 EEOP which showed an underutilization of females. Our recruiting efforts have paid off; however as indicated earlier the addition or loss of even one employee can have quite an impact on levels of utilization. There are 13 employees in this category and turnover is low.

Professionals: The analysis show an underutilization of females: 12% compared with 13.5% in 2006. In 2006 the Department committed to continue to recruit qualified females in this job category and it appears efforts are somewhat successful. We will continue those efforts.

Technicians: The analysis shows an under-utilization of males in this job category. For our Department this job category is comprised of LPNs and this is a field where jobs are held predominantly by females. This job category experiences high turnover in our Department due mainly to competition from the private sector for nursing staff. State wages are not competitive with private sector so we experience difficulty in filling our vacancies with qualified staff. However, additional efforts will be made to recruit male applicants.

Protective Services, Non-Sworn – The analysis reveals that we are under-utilized in females by 26%. Because the nature of these positions is juvenile corrections and most of the juveniles in custody are males, there are fewer female applicants for these positions. However, the Department has been and will continue to reinforce its efforts to recruit female applicants for this job category.

Administrative Support: White males are under-utilized by 25% in this job category. We will continue to recruit qualified applicants of both genders.

Skills Crafts: The analysis indicates that white females and male Hispanics are underutilized by 5% each in this category. There is a total of 11 staff and turnover is low. However, the Department will increase efforts to recruit qualified white females and male Hispanics as openings occur.

Service Maintenance; the analysis indicates that there is an under-utilization of male Hispanics by 9% and female Hispanics by 4%. There is a total of 23 staff in this area

and turnover, once again, is low. However, additional efforts will be made to recruit qualified Hispanics as job vacancies occur.

## **Objectives**

The Department will continue to pursue an increase in the representation of all underutilized groups in hope of making our workforce profiles more closely reflect the available labor force in the community, and will continue to hire from within all races and national origin groups.

Females: Because females are under-utilized in several job categories in the Department, an objective is established to re-evaluate the recruitment and promotional processes to ensure equal opportunity. Hiring practices are routinely monitored through the state of Idaho's recruitment processes, but our Department will assure that job announcements are not a deterrent to the recruitment of females.

Hispanics (both male and female): Hispanics are under-utilized in several job categories and will be targeted as recruitment opportunities arise. As stated prior, hiring practices are routinely monitored but we will assure that job announcements and recruiting practices are not a deterrent to the recruitment of Hispanics.

## **Steps to Achieve Objectives**

- Contact minority councils and organizations, such as the Idaho Commission on Hispanic Affairs and Idaho Women's Commission, in areas where our Department has correctional facilities, and provide them with information regarding job opportunities.
- Review the job announcements which are published through the State of Idaho Division of Human Resources and make revisions or changes which could attract and encourage qualified minorities to apply.
- Continue to announce job openings through the local State of Idaho Job Service.
- Announce through mailings to and/or postings on web sites specific to minorities such as the Idaho Women's Commission, the Idaho Commission on Hispanic Affairs and the Latino Americano Students of College of Idaho.
- Announce through local college career centers.
- Continue our relationship with Job Corps. Our Department has an agreement with Job Corps to hire qualified/qualifiable candidates for short-term employment to fulfill an internship requirement, which has potential for long-term employment.

## **Dissemination of Equal Employment Opportunity Plan (EEOP):**

### **Internal:**

- Post EEOP on Department's intranet site.
- Announce location and availability of Department's EEO Plan to all employees.

- Continue to give the Department's policy on Equal Employment Opportunity as part of New Employee Orientation. New employees acknowledge receipt of such and have a chance to ask questions regarding the policy and/or practices.
- Continue to train supervisory staff in appropriate interviewing and selection procedures including promotional opportunities.
- Continue to develop appropriate career ladders in appropriate job classifications.
- Continue to announce and recruit through minority websites and/or organizations.

**External:**

- Continue to include statement "EEO/AA/Vets encouraged to apply" on all recruitment materials.
- Post EEOP on Department's public website
- Post EEOP on public bulletin boards throughout the Department.
- Send EEOP to the Idaho Commission for Libraries for posting on their public web site.
- Continue to announce all positions through the State of Idaho's Division of Human Resources to assure that all EOE requirements are met.

**Utilization Analysis Chart  
Relevant Labor Market: Idaho**

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	6/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	54,425/62%	1,580/2%	190/0%	325/0%	590/1%	15/0%	295/0%	28,755/33%	1,075/1%	45/0%	335/0%	210/0%	20/0%	115/0%
Utilization #/%	-16%	-2%	-0%	-0%	-1%	-0%	-0%	21%	-1%	-0%	-0%	-0%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	81/59%	1/1%	2/1%	0/0%	1/1%	0/0%	0/0%	51/37%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	46,355/46%	915/1%	260/0%	300/0%	835/1%	45/0%	225/0%	49,680/49%	1,545/2%	110/0%	405/0%	650/1%	30/0%	220/0%
Utilization #/%	13%	-0%	1%	-0%	-0%	-0%	-0%	-12%	-1%	1%	-0%	-1%	-0%	-0%
<b>Technicians</b>														
Workforce #/%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,600/42%	280/2%	20/0%	60/0%	95/1%	15/0%	30/0%	7,815/50%	390/2%	30/0%	90/1%	150/1%	25/0%	20/0%
Utilization #/%	-35%	-2%	-0%	-0%	-1%	-0%	-0%	42%	-2%	-0%	-1%	-1%	-0%	-0%
<b>Protective Services: Sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	7,135/77%	295/3%	45/0%	195/2%	10/0%	4/0%	60/1%	1,405/15%	75/1%	0/0%	90/1%	4/0%	0/0%	0/0%
Utilization #/%														
<b>Protective Services: Non-sworn</b>														
Workforce #/%	95/63%	7/5%	3/2%	0/0%	0/0%	0/0%	4/3%	41/27%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	430/40%	25/2%	0/0%	10/1%	4/0%	10/1%	0/0%	555/52%	15/1%	0/0%	10/1%	0/0%	0/0%	4/0%
Utilization #/%	22%	2%	2%	-1%	-0%	-1%	3%	-25%	-1%	0%	-1%	0%	0%	-0%
<b>Administrative Support</b>														
Workforce #/%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	38/93%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	39,785/27%	1,930/1%	265/0%	370/0%	220/0%	50/0%	285/0%	95,335/66%	4,395/3%	225/0%	1,280/1%	705/0%	80/0%	600/0%
Utilization #/%	-25%	-1%	-0%	-0%	-0%	-0%	-0%	27%	2%	-0%	-1%	-0%	-0%	-0%

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Skilled Craft														
Workforce #/%	11/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	61,480/87%	3,600/5%	75/0%	705/1%	190/0%	45/0%	365/1%	3,560/5%	235/0%	0/0%	70/0%	65/0%	0/0%	20/0%
Utilization #/%	13%	-5%	-0%	-1%	-0%	-0%	-1%	-5%	-0%	0%	-0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	6/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	16/70%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%
CLS #/%	92,180/47%	17,255/9%	450/0%	1,725/1%	935/0%	125/0%	685/0%	71,220/36%	8,705/4%	200/0%	1,195/1%	1,120/1%	75/0%	475/0%
Utilization #/%	-21%	-9%	-0%	-1%	-0%	-0%	-0%	33%	-4%	-0%	-1%	-1%	-0%	4%